



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO
NAVAIRINST 5451.32E
AIR-7113
16 May 91

NAVAIR INSTRUCTION 5451.32E

From: Commander, Naval Air Systems Command

Subj: MISSION, FUNCTIONS, AND TASKS OF THE NAVAL AIR TECHNICAL SERVICES FACILITY

Ref: (a) OPNAVNOTE 5450 OP-09B Ser 2484P09B33 of 5 Aug 69

Encl: (1) Functions and Tasks of NAVAIRTECHSERVFAC

1. Purpose. To publish the functions and tasks of the Naval Air Technical Services Facility (NAVAIRTECHSERVFAC) under the mission established by reference (a).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5451.32D of 2 September 1986. Since this is a major revision, changes are not indicated.

3. Mission. To provide technical services, as directed, in the development, preparation, publication, and distribution of aeronautic technical and maintenance management information to designated naval and service-wide activities. Exercise technical guidance of systems of reproduction and distribution for specified engineering design data (drawings). Perform such other tasks as may be assigned.

4. Status and Command Relationships. NAVAIRTECHSERVFAC is a shore activity in an active status under a commanding officer. Primary support responsibility for NAVAIRTECHSERVFAC is exercised by the Assistant Commander for Fleet Support and Field Activity Management (AIR-04). The Commanding Officer of NAVAIRTECHSERVFAC dually serves as the Naval Air Systems Command (NAVAIR) Technical Documentation Officer (AIR-411D).

a. Command

Echelon

- 1 Chief of Naval Operations
- 2 Commander, Naval Air Systems Command
- 3 Commanding Officer, Naval Air Technical Services Facility



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b. Area Coordination: Commander in Chief, U.S. Atlantic Fleet, to be exercised through the Commander, Naval Base, Philadelphia, PA.

5. Commanded, Tenant, Supported and Supporting Activities and Detachments

a. Receives support from

Navy Aviation Supply Office, Philadelphia, PA

Naval Publications and Forms Center, Philadelphia, PA

Defense Industrial Supply Center, Philadelphia, PA

Naval Air Station, Norfolk, VA, agreement with Quality Assurance Division, Atlantic, NAVAIRTECHSERVAC

Naval Air Station, North Island, CA, agreement with Quality Assurance Division, Pacific, NAVAIRTECHSERVFAC

Consolidated Civilian Personnel Office, Washington, DC

b. Detachments

NAVAIRTECHSERVFAC Detachment, Naval Air Systems Command Headquarters (NAVAIRHQ), Washington, DC (Liaison Office)

NAVAIRTECHSERVFAC Detachment, Washington Navy Yard, Washington, DC (Production Engineering)


NAVAIRTECHSERVFAC Detachment, Norfolk VA, (Quality Assurance Division/Atlantic)

NAVAIRTECHSERVFAC Detachment, San Diego, CA (Quality Assurance Division/Pacific)

6. Overseas Diplomacy. NAVAIRTECHSERVFAC serves as an effective instrument of the U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

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7. Action. In accomplishing the assigned mission, the Commanding Officer, Naval Air Technical Services Facility, will ensure performance of the functions and tasks in enclosure (1). Send recommended changes via the chain of command to Commander, Naval Air Systems Command.


R. V. JOHNSON
Deputy Commander

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FUNCTIONS AND TASKS OF NAVAIRTECHSERVFAC

1. Functions: In carrying out the mission, the Commanding Officer, NAVAIRTECHSERVFAC, under the command and direction of the Commander, Naval Air Systems Command, will perform the following functions.

a. Serve as the Naval Air Systems Command's Technical Documentation Management Officer (AIR-411D) and manage and coordinate a program to provide technical documentation for the operation, maintenance and logistics support of NAVAIR weapon systems and equipments. Act as the contact point for all technical documentation problems encountered by the fleet, shore activities, or foreign governments participating in the Defense Security Assistance Program. Formulate NAVAIR policy and provide management direction to shore activities engaged in the technical documentation program. Interpret and issue printing policy for NAVAIR and function as the program coordinator for the Operations and Maintenance (Navy) technical publications and NAVAIRTECHSERVFAC station operations accounts. Represent NAVAIR in joint service technical documentation efforts and on the Navy Technical Manual Technical Council. Perform production engineering functions related to technical data, design disclosures, and digital representation for communication of product data.

b. Develop military specifications and standards for acquisition and quality assurance of technical manuals, technical directives, engineering drawings and associated data, and other logistics support products for in-service and new weapon system hardware and support requirements.

c. Develop the NAVAIR Automated Technical Manual System for fleet delivery of digitized technical documentation, in consonance with computer-aided acquisition and logistics support initiatives and in conjunction with Navy lead systems command and navy technical information presentation system objectives. Provide evaluation of new technology, and implement acceptable systems and products for user display and print on demand systems.

d. Function as program manager for the NAVAIR Maintenance Information Automated Retrieval System.

e. Provide the Logistics Element Manager for technical documentation in support of the NAVAIR Assistant Program Manager, Logistics (Logistics System Process Specification, AL-082AA-LPS-120). Develop technical manual contract requirements, provide

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representation on integrated logistics support management teams and chair the technical manual management teams, provide representation for Chief of Naval Operations/NAVAIR logistics review group audits, and provide membership to NAVAIR source selection boards as requested by NAVAIR.

f. Perform data management functions for the acquisition of technical manuals and the supplying of engineering drawings for foreign governments following NAVAIR policy and direction.

g. Require and analyze technical manual cost proposals, and as the designated requiring activity, issue delivery orders or request placement of orders by contract administration offices.

h. Provide technical acquisition support to NAVAIR in areas of in-process production engineering reviews of weapons systems, subsystems, equipment and components.

i. Maintain a master library of technical manuals and technical directives. Maintain NAVAIR archives for specified documents. Provide for interservice data exchange programs utilizing the Interservice Technical Information Exchange System and Military Engineering Data Asset Locator System.

j. Administer the Technical Directive Program.

k. Operate the authorized central engineering drawing repository for NAVAIR. Develop requirements and implement procedures for receiving, contract monitoring, microfilm inspection, reproduction, and distribution of deliverable engineering drawings. Acquire engineering drawings not in repository when required for hardware requirements and maintenance.

l. Act as the NAVAIR technical manual quality assurance program manager to ensure the adequacy and accuracy of all manuals during their life cycle. Maintain a Quality Assurance Program to ensure fleet delivered planned maintenance system documentation conforms to the established standard and adequately portrays accurate inspection requirements.

m. Develop work unit code (WUC) technical manuals for systems and multiapplication systems. WUC assignments for new systems are the responsibility of NAVAIR logistics managers who may elect to have NAVAIRTECHSERVFAC perform this task.

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n. Maintain a permanent liaison office within NAVAIRHQ to provide required support to the Assistant Commander for Fleet Support and Field Activity Management (AIR-04).

o. Serve as NAVAIR's central point of contact for control and coordination of documentation-related research and development projects and studies for documentation improvements and advance presentation formats, media and techniques.

p. Provide policy improvements and guidance on establishment of prime, vendor, and regional documentation contracting requirements and procedures.

q. Provide financial management services for NAVAIR technical documentation programs, including budget formulation, participation in budget reviews, and administration of approved and allocated funds.

2. Tasks. The NAVAIRTECHSERVFAC has a formal agreement with the Naval Air Engineering Center (NAVAIRENGCEN), Lakehurst, NJ, to perform tasks related to the storage, duplication and distribution of NAVAIRENGCEN engineering drawings. NAVAIRTECHSERVFAC performs such tasks as assigned and approved by proper authority.